

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Oregon State FSA Office
Tualatin, Oregon 97062

OR NOTICE PM – 421

FOR: COUNTY OFFICES

FY 2003 Summary Performance Appraisals

APPROVED BY: State Executive Director



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1 Overview

A Background

Effective October 1, 2002, all performance plans were to be entered through ICAMS. Consequently all performance appraisals will be completed through ICAMS.

Appraisals entered through ICAMS flow directly to NFC.

B Purpose

The purpose of this notice is to:

- Instruct supervisors to complete all FY2003 summary performance reviews through ICAMS by October 31, 2003.
- Issue detailed instructions in Exhibit 1 for supervisors to enter summary performance appraisals through ICAMS. (Exhibit 1 in separate pdf file).
- Issue detailed instructions in Exhibit 2 for employees to review summary performance appraisals. (Exhibit 2 in separate pdf file).
- Issue detailed instructions in Exh 3 for supervisors to verify completion of all FY 03 performance appraisals for employees they supervise.(Ex 3 in separate pdf file).
- Remind employees and supervisors that electronic signatures are official and sufficient

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DISPOSAL April 30, 2004

DISTRIBUTION County Offices, DD's STO

Date: 01/01/2003

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B Purpose, *Continued*

- **Remind all employees of the importance of contacting the STO (Marjorie) after two unsuccessful attempts in accessing ICAMS with a password that does not work. The STO will reset your password at this point. If you continue additional attempts, you will be locked out until the National Office can reset your password.**

1 Action

C Deadline

The deadline for all supervisors to complete the summary performance appraisals is **October 31.**

D Contact

The contacts for questions regarding this notice are Marjorie Crooker or Roger Tresham.

2 Entering FY 2003 Performance Appraisals Through ICAMS

Both GS and CO supervisors shall follow the procedure in Exhibit 1 of this notice and the ICAMS End Users Manuel to enter FY 2003 summary performance appraisals for all employees (including all temporary employees) they supervise.

Note: Employees who have not worked under the current performance plan for at least 90 days shall not be evaluated until they have worked under the plan for the required 90 day minimum.

B Employee Action

Employees will receive an email (generated through ICAMS) from their supervisor notifying them that they have actions waiting on their work list.

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1 Action, *Continued*

B Employee Action, Continued

Employees are to take action in response to the email notifications from their supervisors to review summary performance appraisals through ICAMS following guidance in Exhibit 2 of this notice and the ICAMS End Users Manual.

Note: Supervisors check to see if your temporary employees have their ICAMS ID's and passwords, so they can utilize this tool.

C Employees To Be Rated

Summary performance appraisals are to be performed and entered through ICAMS by supervisors for all employees including temporary intermittent (excluding COC) and temporary full time and part time.

D Signatures

All actions in ICAMS are considered signed when approved by the authorized person. No further signatures are required.

E Filing Requirements

The performance plan and appraisal resides in the NFC database. Paper files are no longer required. Do not send paper performance plans or appraisals to the State Office.

3 Tracking Performance Appraisals

A County Executive Director

- Complete all performance appraisals for all employees and verify that they have applied.
- Certify to the applicable District Director in writing that:

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3 Tracking Performance Appraisals, *Continued*

A County Executive Director, *Continued*

- All required FY 2003 summary performance appraisals have been completed through ICAMS
- **They have met with each employee to discuss the performance appraisals.**
- Follow instructions in Exhibit 3 to perform a review through ICAMS to ensure that summary performance appraisals were completed through ICAMS for all employees they supervise.

B Farm Loan Managers

Farm Loan Managers Shall:

- Follow instructions in Exhibit 3 to perform a review through ICAMS to ensure that summary performance appraisals were completed through ICAMS for all employees they supervise.
- Certify in writing (listing the names of employees) to the applicable District Director that:
 - FY 2003 performance appraisals have been entered through ICAMS for all employees they supervise.
 - They have met with each employee's to discuss the performance appraisals.
 - Follow instructions in Exhibit 3 to perform a review through ICAMS to ensure that summary performance appraisals were completed through ICAMS for all employees they supervise.

C District Directors

District Directors shall:

- Receive certifications in writing from all CED's that FY 2003 summary performance appraisals have been entered through ICAMS and applied for all employees they supervise including temporary employees.
- Receive certifications in writing from FLM's that FY 2003 summary performance appraisals have been entered through ICAMS for all employees they supervise.

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3 Tracking Performance Appraisals, Continued

C District Directors, *Continued*

District Directors shall:

- Follow instructions in Exhibit 3 to perform a review through ICAMS to ensure that summary performance appraisals were completed for all employees they supervise and all other employees in their district.
- **Certify in writing to Marjorie Crooker, Administrative Specialist, by Oct. 31 that:**
 - FY 2003 summary performance appraisals have been entered through ICAMS for all employees they supervise
 - They have met with their employees to discuss the performance appraisals.
 - They have verified that FY 2003 summary appraisals have been entered through ICAMS for all FSA employees (including temporary employees) in their districts.

C STO Administrative Division

The State Office Administrative Division shall:

- Check IRS 304 to verify that appraisals applied to the NFC data base for all GS and CO employees.
- Run queries and verify that an FY 2003 summary performance appraisal exists in ICAMS and the NFC data base for all FSA employees in Oregon
- Certify to the State Executive Director by November 30 that all FY 2003 performance appraisals for all Oregon FSA employees have been completed and have applied on the NFC data base.